

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
OFFICE OF THE CHIEF COUNSEL					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
LMS Policy Manual	OJT	Immediate	1 hour	N/A	
LMS Organizational Unit Plan	OJT	Immediate	1 hour	N/A	
LMS Center Procedures	OJT	Immediate	1-3 hours	N/A	
LMS Organizational Procedures	OJT	Immediate	1-3 hours	N/A	
IT Security Training	Class/video/web-based	Within First Year	As required	Annual/as required	
Web TADS Entry	OJT	Immediate	30 minutes	As Upgraded	
LEGAL SECRETARIES					
Lexis/WESTLAW	Course Instruction	Upon Hiring	1-3 days	As needed	
Cyberfeds	Course Instruction	Upon Hiring	1-3 days	N/A	
IMPAC Credit Card	Classroom	Immediate	3 hours	Changes in program	
Electronic Purchase Request System	OJT	Immediate	30 minutes	Changes in program	
Agency-wide Filing System	OJT	Immediate	30 minutes	N/A	
LaRC Correspondence Log	OJT	Immediate	30 minutes	N/A	

PARALEGALS					
FOIA/Privacy Act	Course Instruction	Within 1 st year	3-5 days	As needed to stay up-to-date	
Federal Tort Claims	Course Instruction	Within 1 st year	3-5 days	As needed to stay up-to-date	
Procedure for Processing Garnishment/Subpoenas	OJT	Immediate	2-3 days	As the law changes	
Electronic Case Tracking (LTS)	Course Instruction	Immediate	1 day	As the program changes	
Lexis/WESTLAW	Course Instruction	Upon hiring	1 day	Annually/As needed	
Cyberfeds	Course Instruction	Immediate	1 day	As needed	
Internet	Course Instruction	Upon hiring	1 day	N/A	
ALL ATTORNEYS					
Fiscal Law	Course Instruction and /or OJT	Within 1 st year	3-5 days	Annually/As needed to stay up-to-date.	
Ethics	Course Instruction and/or OJT	Within 2 nd year	1-3 days	Every 1 st or 2 nd year/ or as available to stay up-to-date.	
Legal Research Techniques (Lexis/WESTLAW)	Course Instruction	Upon hiring/if not previously taught	1 day	As needed	
HUMAN RESOURCES & ETHICS TEAM MEMBERS					
Personnel Law	Course Instruction	Within 1 st year	3-5 days	Major change in law	
Cyberfeds	Course Instruction	Upon hiring/if not previously taught	1-3 days	As needed	
Specialized Personnel Law Training	Course Instruction	Within 2 nd or 3 rd year	1-2 days	Every 2 nd or 3rd years/or as needed to stay up-to-date.	
BUSINESS LAW TEAM MEMBERS					
Contract Law	Course Instruction	Within 1 st year	1-2 weeks	Major change in law	
Specialized Contract Law Training	Course Instruction	Within 2 nd or 3 rd year	1 week	As needed to stay up-to-date.	
Information Access Law	Course Instruction	Within 1 st or 2 nd year	3-5 days	As needed to stay up-to-date.	
Environmental Law	Course Instruction	Within 1 st or 2 nd year/ if assignment so dictates	3-5 days	As needed	
EXPORT CONTROL COUNSEL					
Basic Export Control Law	Course Instruction	Within 1 st year	2 days	Major change in law	
Export Control Law Update	Course Instruction	Within 1 st year	3 days	As needed	